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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 6 June 2019
VENUE: Ingatestone Library, High Street, Ingatestone

Present:	Cllrs	D Jelley (Chair) D Sankey	T Blunsten M Hart	J Winter R Lee	C Russell
Absent	Cllrs	P Jeater E Benson	D Carpenter	P Poston	P Davey
Also present:		A Wood (Clerk and RFO) R Skepelhorn (Apprentice)	2 Parishioners	CCllr Wagland	

- FC19/088 Apologies for Absence - for noting but not approval**
Apologies were received and noted from Cllrs Jeater, Carpenter, Poston and Davey
- FC19/089 Announcements and declarations of interest**
There were no announcements or declarations of interest
- FC19/090 Public Participation session**
No members of the public wished to speak
- FC19/091 To approve the minutes of the annual parish council meeting held on the 13 May 2019**
The minutes were approved and duly signed by Cllr Jelley.
- FC19/092 Matters arising for report (but not for resolution)**
Cllr Jelley wished to thank the staff for organising the opening ceremony for the Seymour Pavilion and the subsequent PR for the event
- FC19/093 To receive Borough/County Councillor reports**
Owing to the date of this meeting, Cllr Wagland spoke to the council about her father's involvement in the D-Day landings and the subsequent award of his Legion d'Honneur medal which was greatly appreciated by the members present.
Cllr Wagland spoke about the following
- The pothole initiative has finished and now ECC are looking for nominations for footway repairs via the Clerk
 - There is gigabit voucher scheme available for rural internet which might be useful for Fryerning and rural houses in the parish.
 - Cllr Wagland had met with Cllr Barker regarding the library building in particular and will meet again after the consultation results had been analysed.
 - Cllr Wagland is trying to arrange a litter pick of the A12 off slip but is having difficulties with the Highways Agency on this matter.
- FC19/094 Reports of external meetings attended by Parish Councillors**
Cllr Hart reported on a recent training session he had attended about the General Power of Competence

FC19/095 Seymour pavilion and field

The proposed Terms of Reference for the new committee were presented and adopted.

Proposed: Cllr Jelley

Seconded: Cllr Blunsten

All agreed

FC19/096 Annual Return for the year ending 31 March 2019

Annual Governance Statement 2017/18 (Section 1)

Accounting Statements 2017/18 (Section 2)

The council RESOLVED to approve the above documents

Proposed: Cllr Jelley

Seconded: Cllr Hart

All agreed and Cllr Jelley signed as Chair of the meeting

The Council received and noted the report of the Internal Auditor, Heelis & Lodge and the Clerk outlined the recommendations received in the report and the work already undertaken to address these. The Clerk was congratulated on an excellent internal audit.

FC19/097 Village Wi-fi

Cllr Jelley advised that owing to the change of meeting dates for the Communications and IT committee, that this item be postponed to the next meeting

FC19/098 Privacy notice approval

The Clerk presented the amended privacy notice with the additional information on special characteristics. The new policy was APPROVED.

Proposed: Cllr Jelley

Seconded: Cllr Hart

All agreed

FC19/099 Neighbourhood Plan update

Cllr Winter reported that the committee was focussing on economic development policies and is currently arranging interviews with two consultants to assist with the plan writing. The issues regarding parking is still outstanding and Cllr Winter wanted to meet with the Borough Councillors on this matter.

FC19/100 Committee reports: to receive minutes from the following committees

- **Planning** – Cllr Sankey reported that Mr Abrey and Day had been co-opted onto the committee as non-Councillor members and that the appeal for the tennis club floodlights had been dismissed.
- No other committees had met in May.

FC19/101 Parish Council financial accounts

- To look at the accounts for the month of May 2019
- To receive the latest bank reconciliations
- To approve the payments for May / June 2019
- To receive the budget tracker for 2018/19

The above reports were reviewed and approved, and payments approved as shown in the appendix.

FC19/102 Items for inclusion in the next agenda

- The Clerk advised that the matter of VAT for Seymour Pavilion and field will be added to the next agenda for agreement, following a proposal from the P&R committee.
- Cllr Lee requested that playground inspections be added to the agenda
- Cllr Hart requested that the library be added to the agenda.

FC19/103 Close of meeting

The Chair thanked the councillors and public for their attendance and closed the meeting 8.35pm.

Date of Next Council Meeting: 4 July at 7.30pm in Ingatestone Library

Appendix FC19/101

Date:		04/06/2019		Day Books: Supplier Payments (Summary)			
Date From:	01/05/2019						
Date To:	31/12/2019						
No	Type	Date	N/C	Ref	Details	Gross	B
6542	PP	01/05/2019	BRENTWOO	BBC1994177	May 19 business rates for pavilion	209.00	R
6476	PP	09/05/2019	GREENSCA	IDC6838	Topping up of graves	264.00	R
6458	PP	16/05/2019	CSH	CSH425014	Lychgate bin emptying - monthly charge	109.80	R
6461	PP	16/05/2019	HEATHERL	HEA25844	Cemetery skip emptying	174.00	R
6463	PP	16/05/2019	IXCG	IXCG1074	April 19 telephone calls	61.74	R
6470	PP	16/05/2019	EALC	EALC11257	A Wood - Risk Assessment course and qualification	132.00	R
6483	PP	16/05/2019	JMPAYROL	JM24044	Monthly payroll fee	30.00	R
6310	PP	21/05/2019	EALC	EALC10816	Annual EALC and NALC subscription	812.87	R
6401	PP	21/05/2019	ESSEXLIB	ECC1011206049	Library hire for May 19	110.40	R
6491	PP	23/05/2019	GAYMER	JGG1130	Cclearance of green burial site at Fryerning cemetery	1500.00	R
6545	PP	23/05/2019	EBM	dd	Monthly printing and photocopying costs	39.69	R
6547	PA	28/05/2019	JPB	so	May 19 grounds maintenance contract	2822.24	R
6455	PP	31/05/2019	BRENTWOO	BBC17/18	Fryerning cemetery business rates from April 17 - March 19	1794.10	R
6550	PP	31/05/2019	UTILITIE	DD	Monthly broadband and phone line charge	70.80	R
6553	PP	31/05/2019	BRENTWOO	so	July 19 business rates for cemetery	210.00	R
6564	PP	31/05/2019	BRENTWOO	BBC1996258	June 19 business rates for cemetery	210.35	R
6507	PP	05/06/2019	POZITIVE	PE91832019238479	Lychgate electricity from October 19 - May 19	46.15	N
6505	PP	07/06/2019	EASTERNF	EFE19228	New Seymour fire extinguishers and office extinguisher service	403.20	N
6513	PP	07/06/2019	SUELEES	SL3957	Adding Seymour pavilion committee to the website	40.00	N
6488	PP	11/06/2019	IXCG	1076/1078	Monthly monitoring, backup and software fee plus reinstallation of tablets for new councillors	455.44	N
6490	PP	11/06/2019	HEELISLO	HL9049	Internal audit fee	270.00	N
6493	PP	11/06/2019	PLAYSAFE	RPS41786	Annual RoSPA inspection of playgrounds	210.60	N
6498	PP	11/06/2019	EALC	EALC11362/11414	M Hart GPC and finance training	156.00	N
6515	PP	19/06/2019	EUROFFIC	EO3637143	cleaning equipment and materials for the pavilion	68.92	N
Date:		04/06/2019		Bank Payments & Receipts by Bank Account			
Date From :	01/05/2019						
Date To :	31/12/2019						
No	Type	Date	N/C	Ref	Details	Gross	B
6556	BR	03/05/2019	4007	EFA grant	3rd grant for pavilion	42814.00	R
6548	BR	07/05/2019	4002	100	Exclusive rights and interment fee Plater	405.60	R
6459	BP	08/05/2019	7502	Certificates	Long service certificates	-77.50	R
6499	BP	13/05/2019	7551	653	Councillor photos	-300.00	R
6484	BP	15/05/2019	8204	LCO01530-258881	Annual parish council insurance 1/6/19-31/5/20	-581.48	R
6477	BP	16/05/2019	6300	PJ locks	Replacement lock for Fairfield	-45.00	R
6478	BP	16/05/2019	7800	AWoodexpenses	Replacement kettle for office	-11.67	R
6479	BP	16/05/2019	7606	AWoodexpenses	Video Pad editing program for social media	-69.58	R
6480	BP	16/05/2019	8201	AWoodexpenses	ICO Data Register fee	-40.00	R
6481	BP	16/05/2019	6502	2031861/2030517	Door signs for the pavilion	-51.05	R
6543	BP	21/05/2019	7900	Bank charge	Returned cheque fee	-6.00	R
6544	BP	21/05/2019	4002	100	Returned cheque Plater	-405.60	R
6518	BP	23/05/2019	8204	LCO01530/258881	Increase in premium to increase fidelity guarantee to £250k	-10.85	R
6546	BP	23/05/2019	6300	Locks	Replacement locks for Fairfield P Jeater	-59.90	R
6526	BP	29/05/2019	2220	May 19 payroll	May 19 net wages	-3460.29	R
6527	BP	29/05/2019	2210	May 19 payroll	May 19 PAYE	-385.60	R
6528	BP	29/05/2019	2210	May 19 payroll	May 19 Ee NIC	-156.32	R
6529	BP	29/05/2019	2210	May 19 payroll	May 19 Er NIC	-217.79	R
6530	BP	29/05/2019	2230	May 19 payroll	May 19 Pension admin	-10.09	R
6531	BP	29/05/2019	2220	May 19 payroll	May 19 A Wood pension	-126.18	R
6532	BP	29/05/2019	2230	May 19 payroll	May 19 Ers pension contrib	-421.24	R
6554	BP	29/05/2019	7030	290519	Additional icecream charge	-75.00	R
6555	BP	29/05/2019	7030	290519	M7 Band fee for opening ceremony	-300.00	R

BANK RECONCILIATION DATED 31/5/19			324,695.72
Unity Bank Current Account			152,729.60
Petty cash			194.35
Nationwide Building Society			85,860.90
Yorkshire Building Society			85,910.87
Saffron Building Society	closed		0.00
Youth Council account			0.00

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